CPA-SL
User Manual

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CPA Australia Congress Centre in Second Life (CPA-SL)

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CPA Australia Congress Centre in Second Life (CPA-SL)

What is Second Life?

Second Life is an immersive 3D virtual world. Users control their avatars to create content and their own in-world experience. Users make their own list of friends and can join or create groups. They communicate with other avatars via chat and instant messaging. Users in Second Life own the IP of whatever they build. They can also sell and buy objects with real money. Second Life has its own currency of Linden dollars and a foreign exchange called LindeX.

The Linden dollar trades against US dollars. There is a radio social networking system in place. They can meet in Second Life, friends from the real world, and have discussions, debates and transactions.

The first innovative businesses are starting to explore the potential of these new worlds. Duran Duran is setting up a fan community island to be opened in the near future and Warner Brothers is promoting Regina Spektor in a New York-style loft. As you walk through that loft and click on objects it takes you right through from Second Life loft to Regina Spektors old-fashioned website.

Canadian mobile carrier Tele and American Apparel and Adidas have stores where one can buy a mobile or a pair of shoes for one's avatar. Mobiles are totally useless in SL but all the more for having one. Retailing in SL includes product placement, advertising, store layout design and product testing.

Second Life could be used for market research, trend spotting and feedback. Second Life has professional architects, artists and designers using Second Life to easily model, display and sell their work.

Universities such as Harvard already hold live debates and panel discussions in their virtual campuses which are simultaneously broadcasted via traditional radio. It is likely that languages will soon be taught because Second Life enables one to practice in an engaging setting scene such as alien zapping and grocery shopping. One can also meet people native in the language one wants to learn or communicate with multi-lingual robots and objects.

Second Life's potential is incalculable. We have no clue what further applications it may be used for. The best way to plan for the future is to build it. So get in there now and you will discover a whole new world!

Things you will need to enter the CPA congress

System requirements

CPA Australia Congress Centre in Second Life (CPA-SL)

This hardware and software is REQUIRED to run Second Life successfully. If your computer doesn't meet these requirements, you may not be able to participate in Second Life.

Windows	**Minimum Requirements**	**Recommended**
Internet Connection*:	Cable or DSL	Cable or DSL
Operating System:	2000, XP, or Vista	XP or Vista
Computer Processor:	800 MHz Pentium III or Athlon, or better	1.5 GHz (XP), 2-GHz (Vista) 32-bit (x86) or better
Computer Memory:	512 MB or more	1 GB or more
Screen Resolution:	1024x768 pixels	1024x768 pixels or higher
Graphics Card for XP/2000:**	○ NVIDIA GeForce 2, GeForce 4 MX or better ○ **OR** ATI Radeon 8500, 9250 or better ○ **OR** Intel 945 chipset	**NVIDIA Graphics cards 6000 Series:** ○ 6600, 6700, 6800 ○ 7000 Series: ○ 7600, 7800, 7900 **8000 Series:** ○ 8500, 8600, 8800 **GeForce Go Series:** ○ 7600, 7800, 7900 **ATI Graphics Cards** ○ X800, X900, X1600, X1700, X1800, X1900 ○ x2600, x2900 ○ x3650, x3850

Mac OS	**Minimum Requirements**	**Recommended**
Internet Connection*:	Cable or DSL	Cable or DSL
Operating System:	Mac OS X 10.4.11 or better	Mac OS X 10.5.4 or better
Computer Processor:	1 GHz G4 or better	1.25 GHz G4 or better
Computer Memory:	512 MB or more	1 GB or more
Screen Resolution:	1024x768 pixels	1024x768 pixels or higher
Graphics Card for XP/2000:**	○ above ○ **OR** ATI Radeon X Series ○ **OR** NVIDIA GeForce 2, GeForce 4 ○ **OR** NVIDIA GeForce 5000 Series and above	○ ATI: X1600, X1900, X2400, X2600 **OR** NVIDIA: 6800, 7600, 7800, 8800

A Sound card is needed on your computer to be able to hear voices from other avatars

CPA Australia Congress Centre in Second Life (CPA-SL)

NOTE: Second Life is not compatible with dial-up internet, satellite internet, and some wireless internet services.

**Second Life may not run on graphics/video cards other than the ones listed

Software requirements
After you have an account, to get into Second Life you will need to install the Second Life software and some plug-ins needed to run Second Life successfully.

- Second Life software, the installer can be download from http://secondlife.com/support/downloads.php

- QuickTime player is need to be able to play media, watching video in Second Life.

Second Life user account
Before entering the world of Second Life, the future resident has to create an account and establish his/her identity. There are two types of accounts: the "Free Second Life Account" and the "Premium Account". With the free account the user can use the majority of functions and possibilities –and can have a lot fun.

CPA Australia Congress centre in Second Life (CPA-SL) has provided services in creating an account, adjusting the Avatar to suit an individual need for members by request. Alternatively, CPA Australia members can register their own account for Second Life for free any time by following this link https://join.secondlife.com/ then let us know your Avatar's name. We will arrange the access permission to you within 24 hours.

Tips: You will always be able to change the look of your avatar either by using the avatar customization tools in Second Life, or by making or buying the items you need to make your avatar unique.

You can change your clothes, your skin, your hair, your shape and even your gender. You might even choose to make your avatar something nonhuman such as a fish, a robot, or maybe even a potted flower. The only limit is your imagination.

CPA Australia Congress Centre in Second Life (CPA-SL)

Getting started

Arriving at the CPA Australia Congress Centre

There are serveral ways to get access the CPA Australia Congress Centre in Second Life. The easiest way is to access via the web link
http://slurl.com/secondlife/Bracket/51/98/28/?title=CPA%20AUSTRALIA%20CONGRESS%20CENTRE

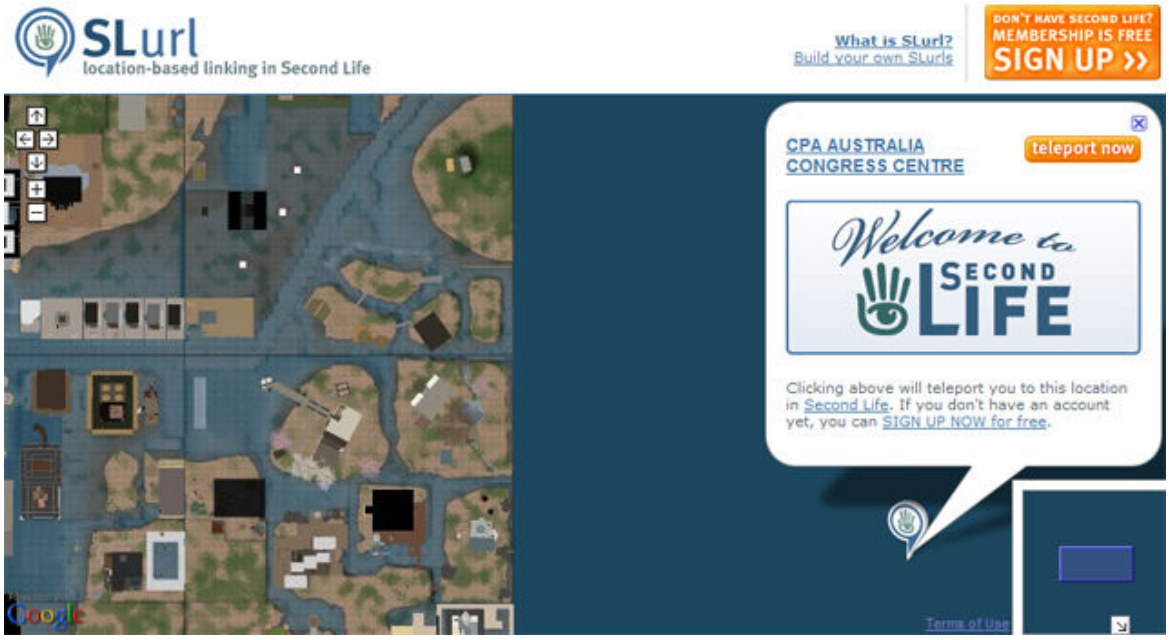
SLurl
location-based linking in Second Life
What is SLurl?
Build your own SLurls
DON'T HAVE SECOND LIFE?
MEMBERSHIP IS FREE
SIGN UP ››
CPA AUSTRALIA
CONGRESS CENTRE
teleport now
Welcome to
SECOND LIFE
Clicking above will teleport you to this location in Second Life. If you don't have an account yet, you can SIGN UP NOW for free.
Google
Terms of Use

Figure 1 Web Access

Figure 1 shows the web page that you can access the CPA Congress Centre by clicking on the "teleport now" orange button. You can do this whether you have or have not logged in Second Life.

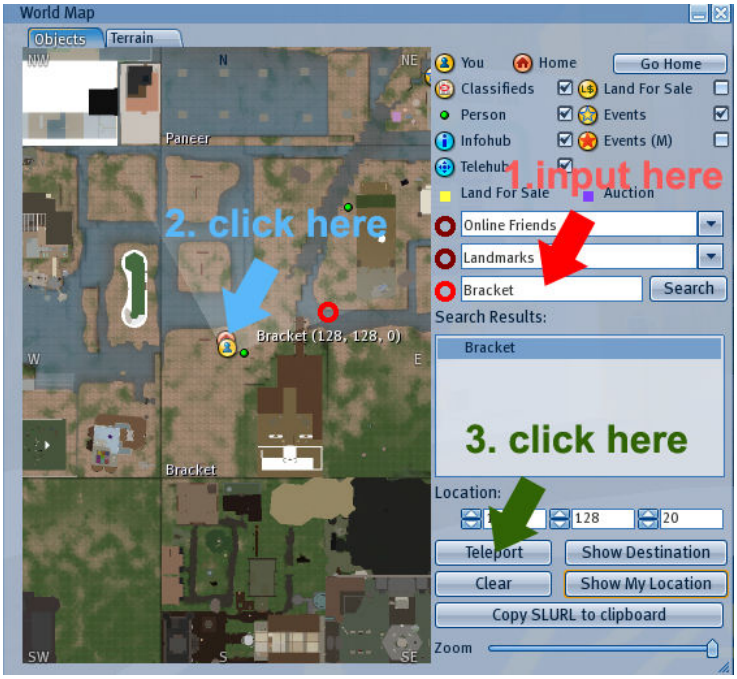

Figure 2 Second Life World Map

Alternatively, if you have logged in Second Life, you can use the Second Life World Map and input "Bracket" in the search box (1) then click "Search" button. After you get the search result, click on the map (2) until you find number in the location box something near to 51-98-28 then click "Teleport" button to teleport to the area. See figure 2

Note: We recommend that you use the web link

CPA Australia Congress Centre Welcoming Area

After you have successfully teleported to the Congress centre landing area there will be some settings that need to be changed from your computer if you have arrived for the first time. This to ensure that you have full access to all the congress facilities and can communicate efficiently with other avatars using text chat, voice chat and instance messages (IM).

When you have arrived at the congress, if you were using the web access link, you should be teleported to the landing area which located at the top part of the area (figure 3).

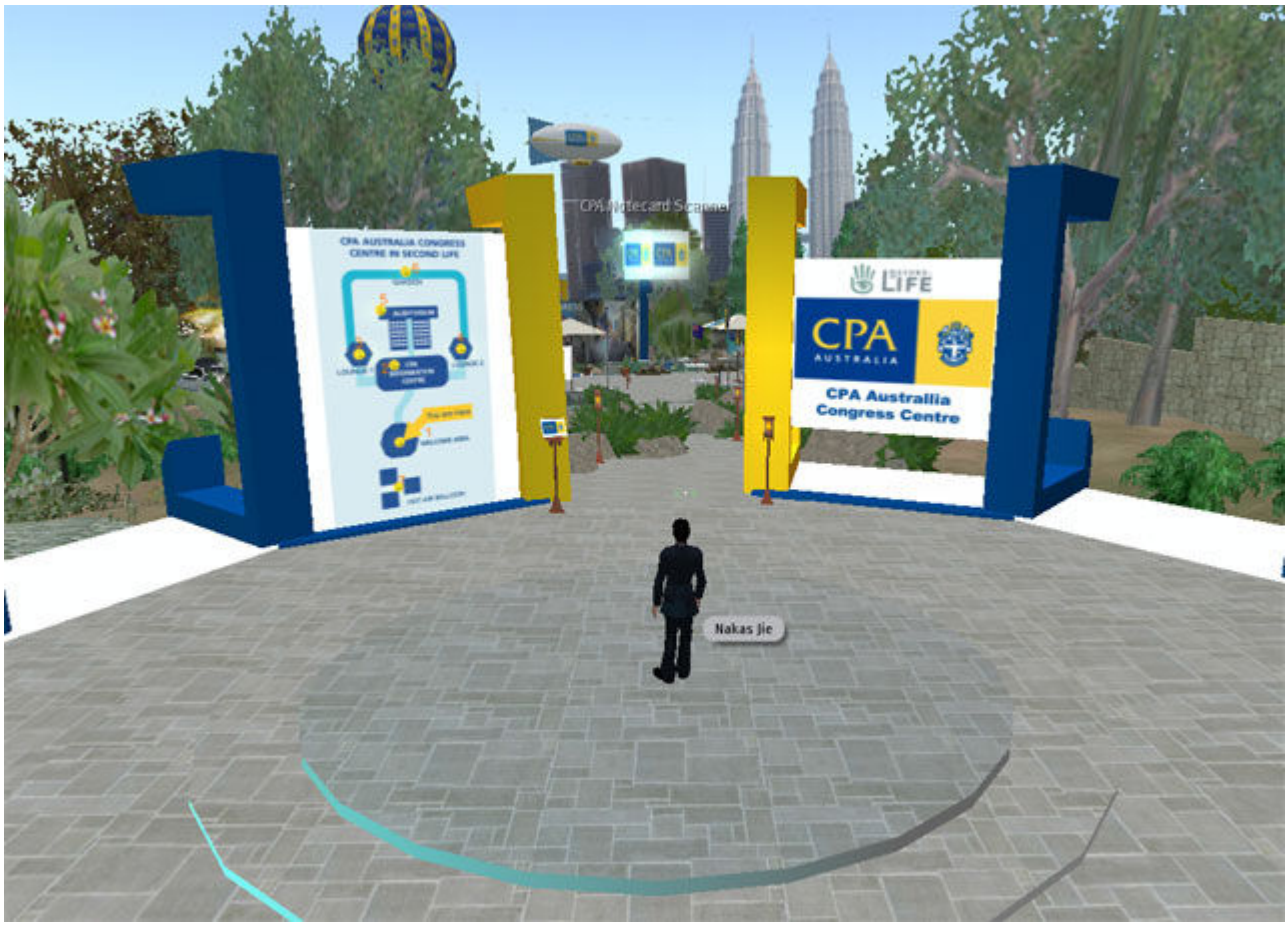

Figure 3 Landing area

At the landing area, you will find some information about the location of the Congress centre's facilities, common rules and some Second Life configurations that need to be set up before entering the Congress area.

CPA Welcome notecard

If you enter the Congress centre for the first time, you will be offered a CPA Australia Welcome Notecard. Accept the notecard by clicking the keep button. This will open the notecard with all information you need.

The notecard can be received again anytime by clicking on the CPA Australia Welcome Notecard at the front gate next to the location map. (see figure 4)

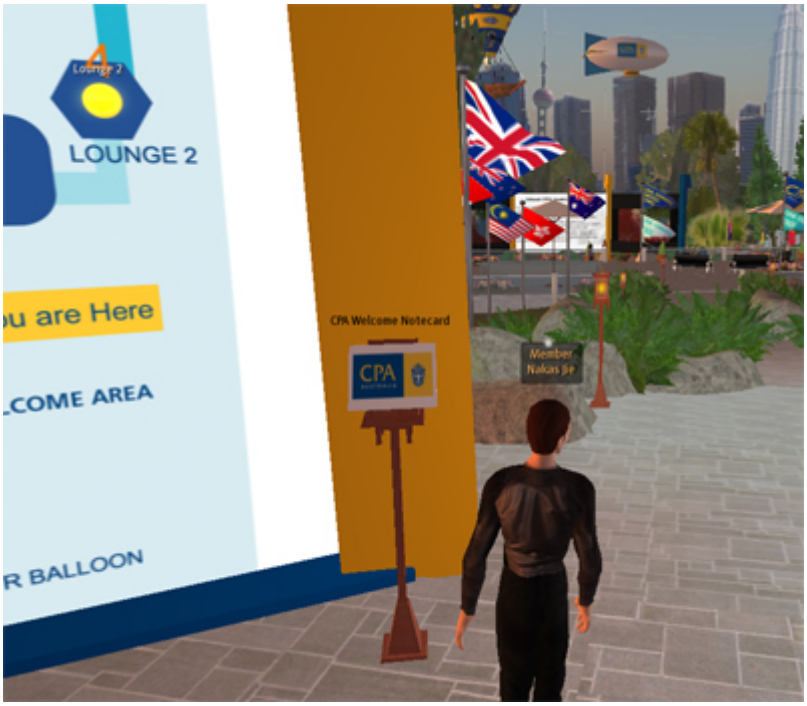

Figure 4 CPA Australia Welcome Notecard

CPA Australia Congress Centre in Second Life (CPA-SL)

Location Map

Figure 5 Location Map

There are 7 major spots in the CPA Congress Centre.

1. Landing Area (Welcome Area)
2. CPA Australia Information Centre
3. Lounge area 1
4. Lounge area 2
5. Auditorium
6. Back stage garden
7. Hot air balloon

There are two teleport maps located in the congress area, the first one is located at the front gate within the landing area. Another teleport map is located at the back stage garden. You can use these maps to teleport yourself to locations shown on the map by clicking on the "yellow dot" on the map.

Landing Area, if you access the CPA Australia Congress Centre via the web link, you will be teleported onto the Landing Area (welcome area) which is located on the top of the area. In this area, you will find information needed for entering and using the facilities see figure 6.

Figure 6 Landing Area (Welcome Area)

Figure 7 Front gate

1. **CPA Australia Information Centre**, located down below the landing spot. To access, walk through the front gate (yellow poles) which located next to the location map on the landing area see figure 7. There is a lantern and a welcome notecard stand in front. Walking down the pathway will lead you to the information centre (figure 8).

Alternatively, click on the yellow spot on the map will teleport you there.

Figure 8 Information Centre

Facilities at the Information Centre

(1) Area 1, Traning and Events

(a) Billboard

(b) Traning schedule (rotating board)

(c) Brochures on table

(d) Computer moniters on table – link to external website

(2) Area 2, Publications

(a) Brochures on table

(b) Computer moniters on table – link to external website

(c) Vertical tower

(d) Member News RSS Feed

(e) ASA News RSS Feed

(3) Area 3, How to become a CPA

(a) Vertical banners

(b) REAL Business (short small table)

(c) Become a CPA brochure (short small table)

(d) CPA Passport News RSS Feed

(4) CPA Library e-books (round table)

2. **Lounge area 1**, located on the left wing next to the information centre. Here you can watch the presentation on the stage from top view. There are some couches located in the area that you can sit on by clicking on them.

Figure 9 Lounge Area 1

3. **Lounge area 2**, located on the right wing next to the information centre. Here you can watch the presentation on the stage from top view. There are some couches located in the area.

Figure 10 Lounge Area 2

4. Auditorium, this is where the presentation wil take place (figure 11)

About CPA Australia Ltd
CPA Australia is one of the world's largest accounting bodies with a membership of more than 117,000 finance, accounting and business professionals across the globe.
Our international presence continues to grow in terms of representation on international bodies and influence in the profession globally.
In areas of financial reporting, taxation and corporate gov-ernance we are thought leaders in Australia and interna-tionally.
Seat
Seat
Seat
Seat
Seat

Figure 11 Auditorium area

Facilities at the Auditorium

(1) Presenting area

(a) Presentation screen

(b) video screens

(c) Presentation control panel

(d) Resting area (on stage)

(e) Firework control panel

(2) Audience area, located next to the information centre area. This area consists of 60 seats for the audience and they can sit down by clicking on them.

5. Back stage garden (figure 12), you can walk to the garden via the wooden walkway down from the lounge area 1 or teleport from the landing area . There is another location map located in the garden area. You can use the map to teleport to other locations.

Figure 12 Back Stage Garden

6. Balloon launching area, located at the most top of the area. Here you can take a ride in one of 3 balloons up to the sky (see Facilities for more details).

Figure 13 Balloon Launching Area

Setting up before entering the CPA Australia Congress Centre

- **Audio & Video** needs to be set up with "Automatically play media" turned on in user perferences dialog. This can be accessed via top menu ->Edit ->Preferences

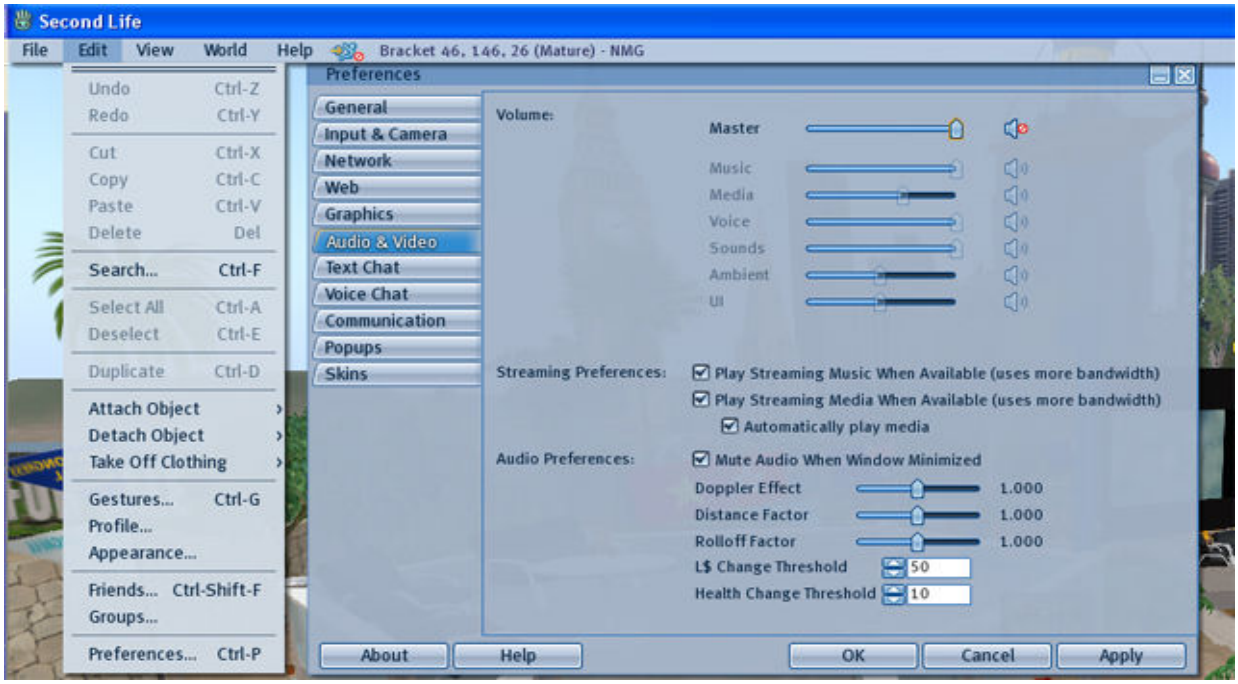

Figure 14 User Preference window, Audio & Video

- **Voice Chat**, you will need to enable the voice chat to be able to comminicate with other Avatars using your voice via microphone. Push To Talk option must be set to "Use Push-to-Talk in toggle mode" at all times when entering the congress. Only the Avatar who is the current presenter on the stage will be allowed to use "Alway active" option.

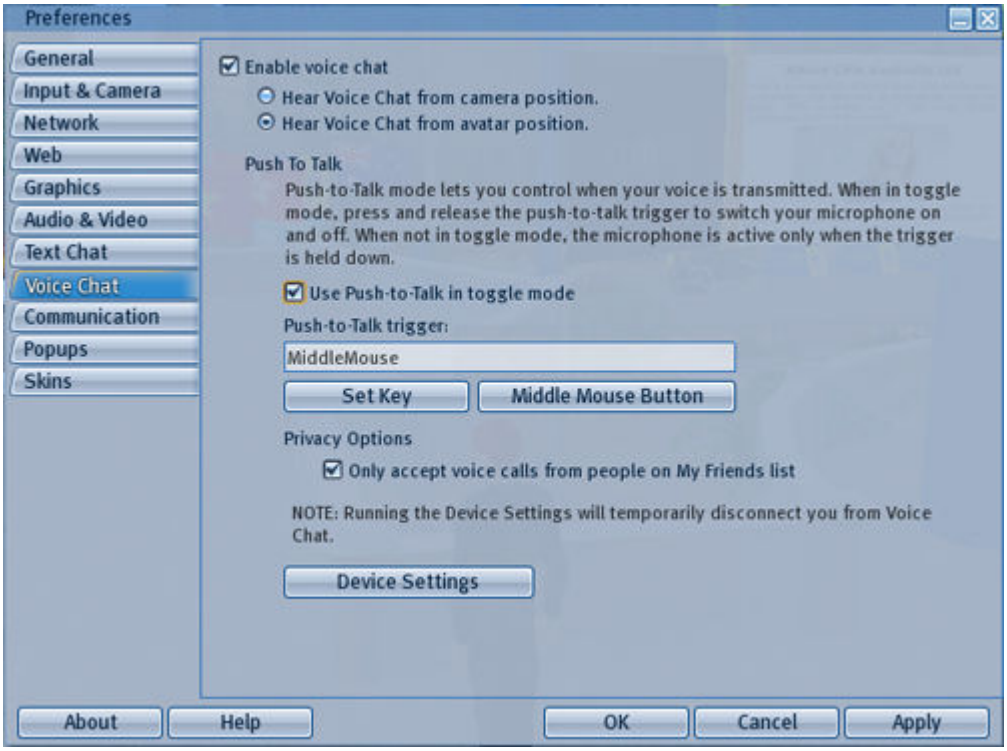
Preferences
General
Input & Camera
Network
Web
Graphics
Audio & Video
Text Chat
Voice Chat
Communication
Popups
Skins
Enable voice chat
Hear Voice Chat from camera position.
Hear Voice Chat from avatar position.
Push To Talk
Push-to-Talk mode lets you control when your voice is transmitted. When in toggle mode, press and release the push-to-talk trigger to switch your microphone on and off. When not in toggle mode, the microphone is active only when the trigger is held down.
Use Push-to-Talk in toggle mode
Push-to-Talk trigger:
MiddleMouse
Set Key
Middle Mouse Button
Privacy Options
Only accept voice calls from people on My Friends list
NOTE: Running the Device Settings will temporarily disconnect you from Voice Chat.
Device Settings
About
Help
OK
Cancel
Apply

Figure 15 User Preference window, Voice Chat

Communicate with others

Note: We recommend that during the presentation you use **text chat** only.

- **Voice chat**, to talk with others, press and hold the push-to-talk trigger (locate at to bottom right of the screen) to talk via your microphone then release the mouse when you have finished. When you are in push-to-talk mode, you will notice the key unlock sign locate next to the "Talk" button indicates that you are in the push-to-talk mode.

Figure 16 User Control Panal, push-to-talk

"Alway Active" mode can be activated by clicking on the keylock button to switch between those two mode.

Note: It is important to stay in push-to-talk mode at all times when present in the area.

- **Text chat (Local chat)**

You can chat to people around you using the chat bar. You can toggle the chat bar on and off by clicking the blue Chat button at the bottom of your screen. More commonly however, Residents tend to tap the Return or Enter keys to show it - and hit the Escape key to hide it again.

When visible, you can type your chat text into the space provided, and hit Return/Enter to say it out loud or click the Say button. The Residents nearby will see your chat text appear on their screen, preceded by your name. Normal chat has a range of 20m. Residents that are toward the edge of this range will see your chat as a lighter gray.

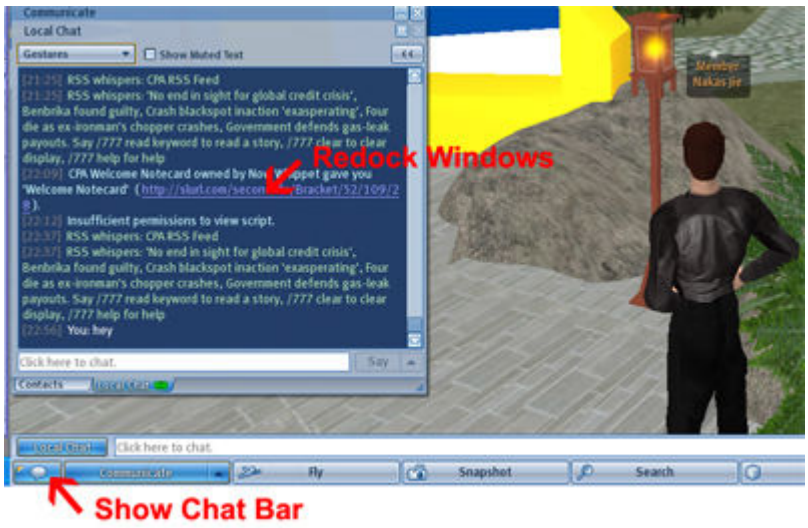

Figure 17 Redock Windows

When you begin typing your chat message, your avatar will begin a typing animation. This lets others know that you are about to speak. They will also hear a typing sound. You can suppress this by starting your line of chat text with a forward slash '/' character. Doing this will not show the animation or play the typing sound.

As with many chat environments you can also emote or act a line of chat, by starting the line of chat with '/me '. Here are some examples to make this clearer.

- **IM/Call**

  The chat window that allows two avatars to speak privately. It can be used to send instant message to another resident event when they are offline unless that person has specifically muted you.

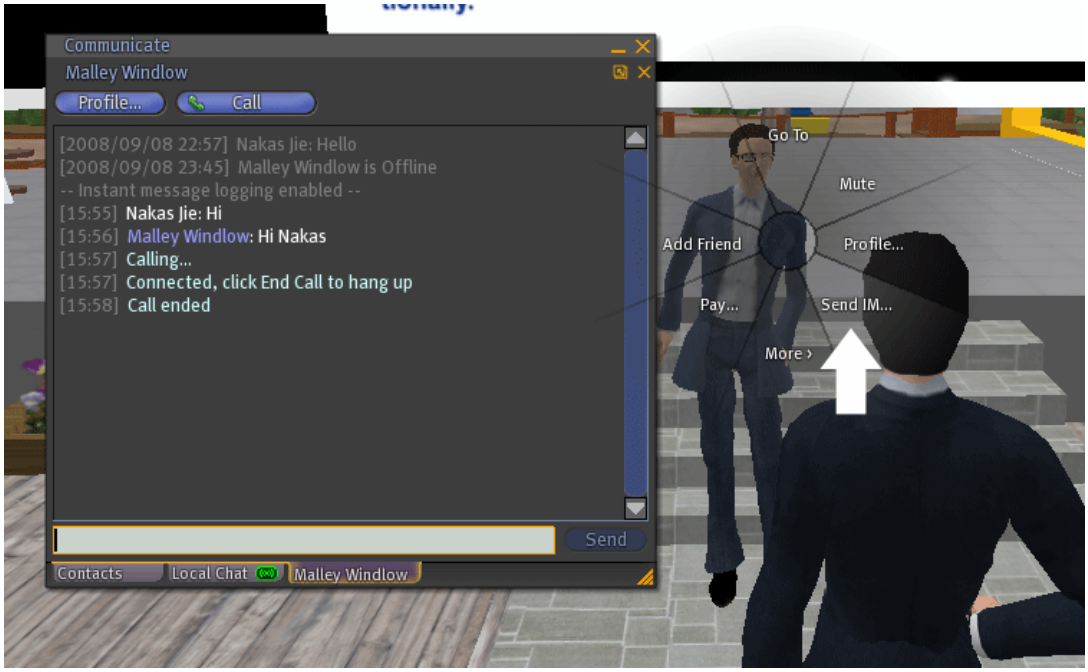

Figure 18 Comminicate window, IM/CALL

To send a single person an IM.

i) If they are close by, you can right-click their avatar and choose Send IM.

ii) Alternatively use the Seach window. Click the Search button then choose the People tab. Find and select them.

iii) Click the Instant Message button that sits under their Profile on the right.

iv) An IM window will appear, ready for you to type your message. Hitting return will send it.

v) You can also send an Instant Message to a friend by clicking on the Friends button and doubleclicking on your friend's name to send a message.

Finally, if the person is on your Friends List or you have exchanged calling cards with them - their name will automatically appear on the New IM tab of your IM window (click the IM button or Ctrl-T to open this). You can then simply doubleclick their name to message them.

- **Group Instant Messages**

As well as chatting with one person in IM, you can also chat with many people all at once. Along with friends, your IM window (Ctrl-T) will also show any Groups you are a member of at the top of the New IM tab. Opening chat by doubleclicking the group name will message everyone who is online, and in that group - and any/all of them can then respond at once.

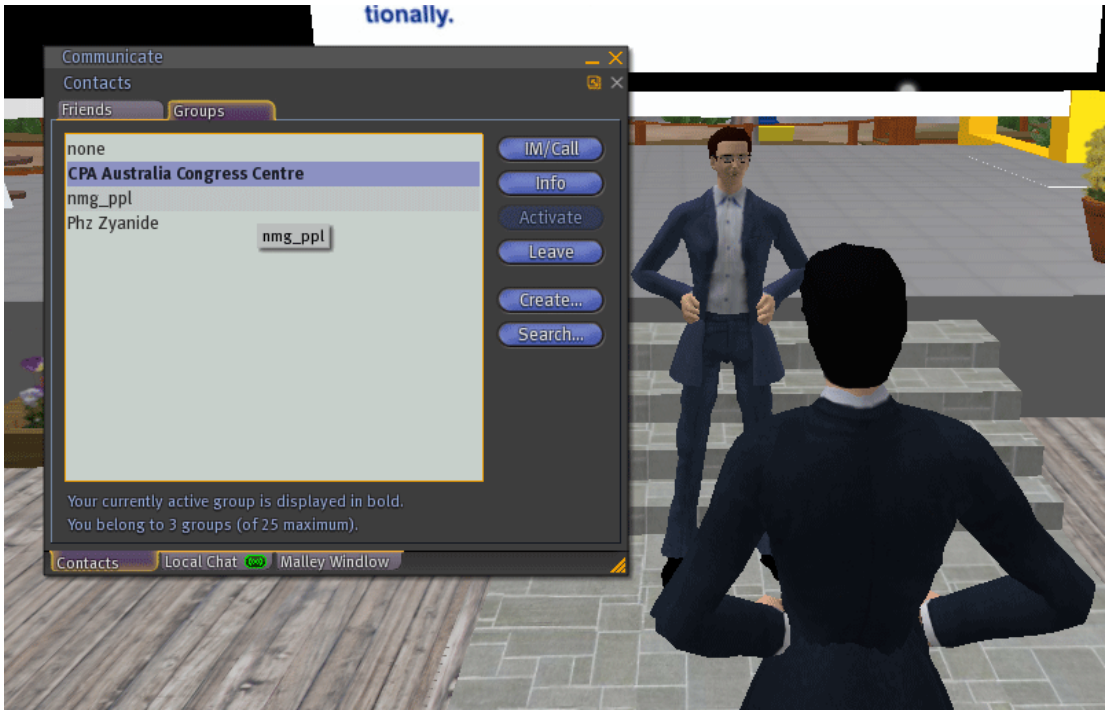

figure 19 Group IM call

In addition you can make a folder in your Inventory and place any selection of Calling Cards into that folder. You can then right-click this folder within your Inventory and choose Instant Message All Users to send them all a message - or choose Instant Message Online Users to send a message only to those who are currently in-world.

What we should and should not do while in the congress

- Leaving your voice chat in "Always Active" mode is restricted. "Always Active" mode allow you to talk without pressing the talk button which is more convenient but all avatars around you could hear you speak and all background sound around you. To allow all members comminicate efficiently, you must obey this rule.

CPA Congress Facilities

- **CPA Australia Welcome Notecard,** there are two types of notecard provided in the Congress centre.

Figure 20 Notecard scanner

The first type of notecard is given out by scanning for avatars around the area who is not in its list. Avatars that been given the notecard before will not receive it again.

Figure 21 Notecard giver

Another type of notecard can be received by the avatar by clicking on the notecard located around the area.

- **Location map (teleport map)**

  There are two location maps located in the Congress area. One at the "Landing Area" and other one at the "Back Stage Garden". The maps show the major locations of the Congress, they tell you where you are and you can use them to teleport to the locations on the map. See figure 22

Figure 22 Location map (Teleport map)

- **Watch the think+create TV commercial**

  You can watch the think+create commercial on the video screens located around the Information center area.

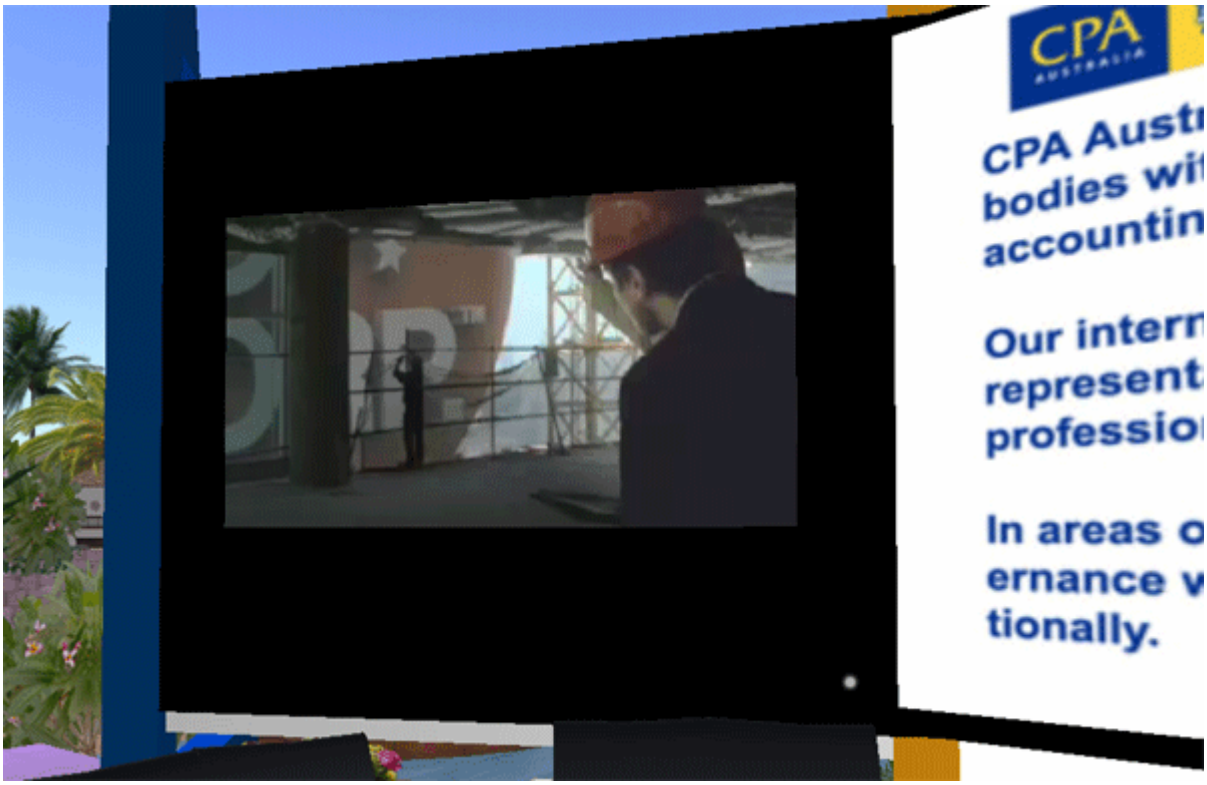

Figure 23 Watching video

To automatically play video, in your "Preferences" window (Edit->Preferences->Audio & Video), make sure "Automatically play media" is checked. See figure 23

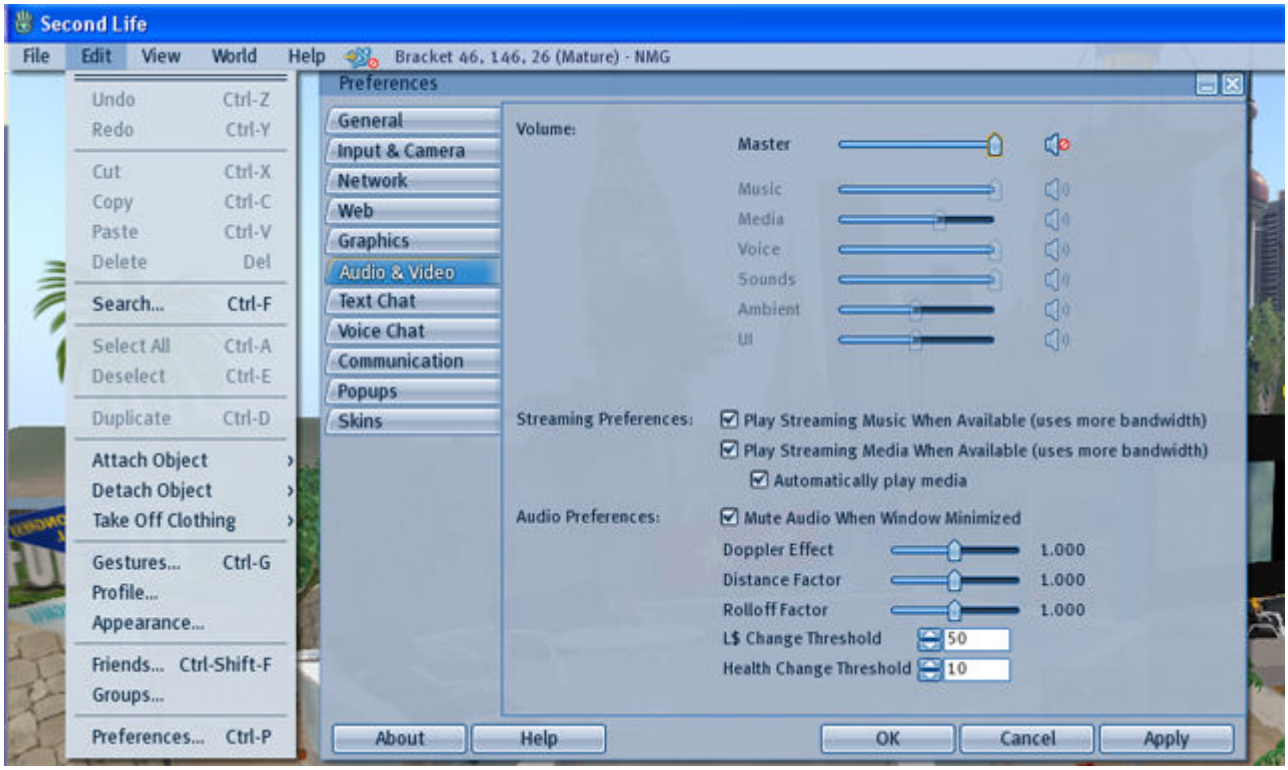

Figure 24 Automatically play media

Alternatively, click on the play button on the media control panel (bottom right of the screen).

figure 25 Media Control Panel

- **Couches (Benches)**

  Couches are located in the Information Centre area and both Lounge areas. You can sit on the couch either clicking on the couch's seat that has "seat" text floating above it. See figure 26

Figure 26 Couches

- **Audience seats in Auditorium area**

  There are 60 audience seats located in the auditorium area. To sit on the seat, you can click on a seat that isnt occupied by another avatar. You can click from anywhere that you can see the seat.

Figure 27 Auditorium Audience Seats

- **Presentation screen (Slide show)**

The presentation screen is used for presenting slide show content. We recommend that the audience should sit in the auditorium area to get a good view of the screen.

About CPA Australia Ltd
With a membership of more than 112,000 finance, accounting and business professionals across the globe, CPA Australia Ltd is the sixth largest accounting body in the world.
Our international presence continues to grow in terms of representation on international bodies and

Figure 28 Presentation screen

Note: The slideshow can be controled by using the control panel described below.

- **Slideshow Control Panel**

  The slideshow control panel is used to control the flow sequence of the slide contents. This control panel is located close to the presenter podium on the stage. To control the slides, a presenter stands behind the podium, faces the audience then clicks the "Next" and "Previous" panels to control the slide flow. See figure 29.

Figure 29 Slideshow control panel

Figure 28 shows slideshow control panels and a fireworks control panel (middle). Also at the top of the podium, there is a small slideshow for the presenter to see which page is displaying on the main screen. To operate the slideshow, click on "Next" or "Previous" panel to run the slide. Currently, we have provided two sets of the slideshow, to switch the set, click on the small box with number infront of the "Previous" panel (red color indicate the current set of slideshow).

- **Fireworks**

  Fireworks show can be displayed by clicking on the "Fireworks Control Panel" (yellow panel) see figure . The fireworks start to display a few seconds after the user has clicked on the control panel. The fireworks will display for about 2 minutes before stopping.

Note: The slideshow control panel and fireworks are for the use of presenters on stage.

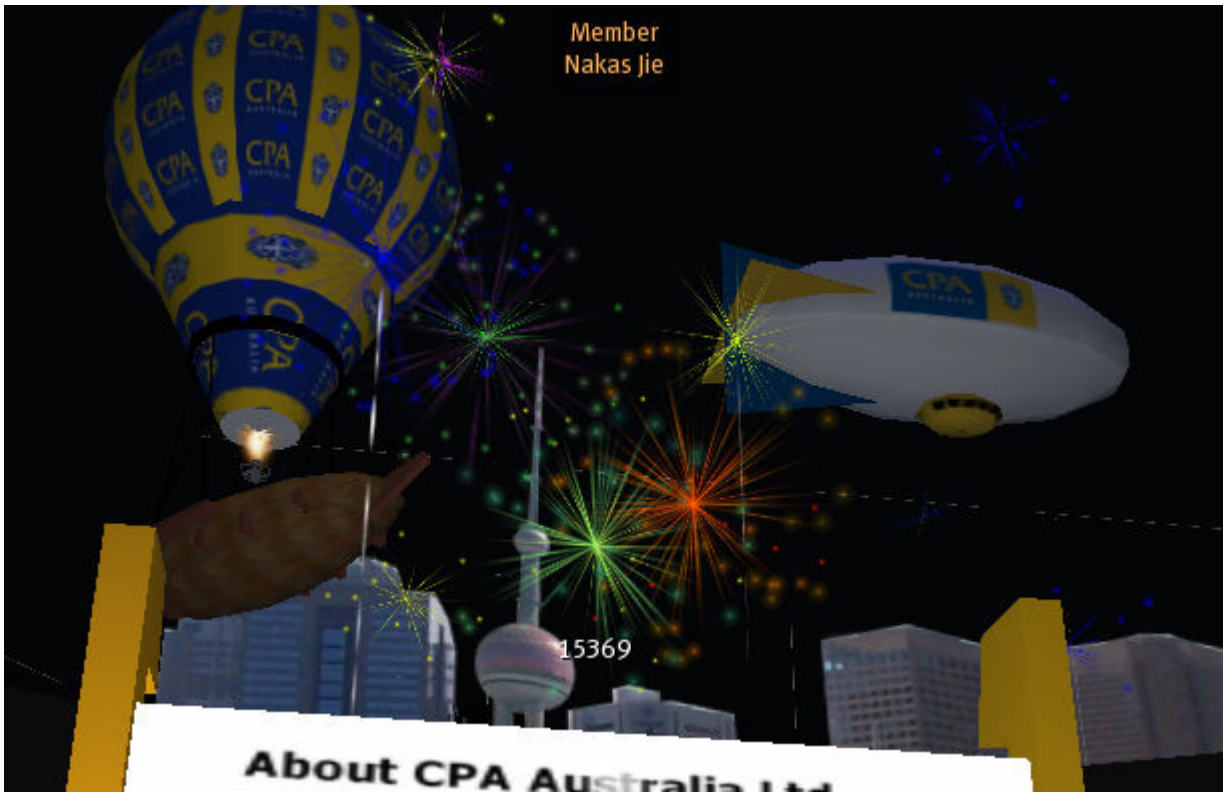

Figure 30 Fireworks Display

Figure 31 Fireworks Control Panel

- **RSS Feed Reader**

There are three RSS Feed Readers located in the information centre area. The reader is set to scan for avatars within 5 metres range to display the RSS feed. The readers refresh the feed content only when the sensor has detected someone. Sensors will not re-trigger if the same avatar is the closest avatar for two consecutive detections.

Reader Code

"/0" CPA Member News located at the information centre "Publication" near the couch.

"/1" ASA News located at the information centre "Publication" next to the long table.

"/2" CPA Passport News located at the information centre "How to become CPA"

To read an item you just say "[reader code] read *", where * is any word unique to the title of the story you want, for instance with stories titled "new UN secretary general", and "new US secretary of state", you could say "read UN", or "read USA" to distinguish between them. See figure 33

CPA RSS Feed
Jury convicts Benbrika, followers of terrorism
Lehman fallout spreads
Crash blackspot inaction 'exasperating'
Four die as ex-ironman's chopper crashes
Government defends gas-leak payouts
Say /777 read keyword to read a story, /777 clear to
RSS
Member
Nakas Jie

Figure 32 RSS Feed

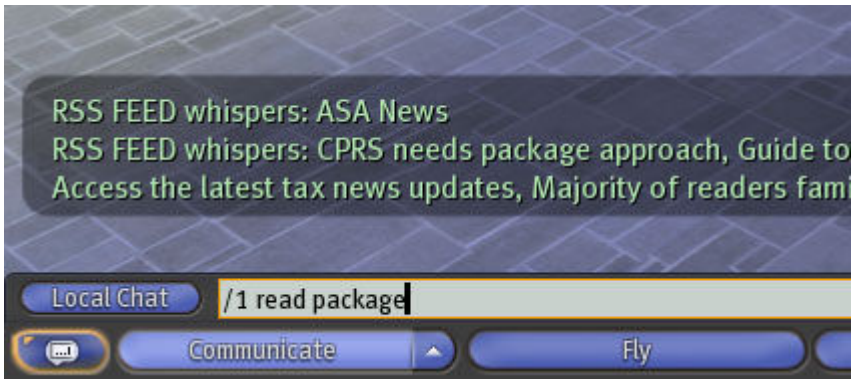
RSS FEED whispers: ASA News
RSS FEED whispers: CPRS needs package approach, Guide to
Access the latest tax news updates, Majority of readers fam
Local Chat
/1 read package
Communicate
Fly

Figure 33 use local chat to read feeds

- **Hot air balloons**

  Hot air balloons are located next to the landing area which is on the opposite side of the information centre.

Figure 34 Hot air balloon

To ride the balloon, click on the " dirver seat" (figure 35) then you will be teleported to sit on the seat. A dialog (figure 36) is displayed with a number of choices of levels you wish to go.

Figure 35 Balloon Diver Seat

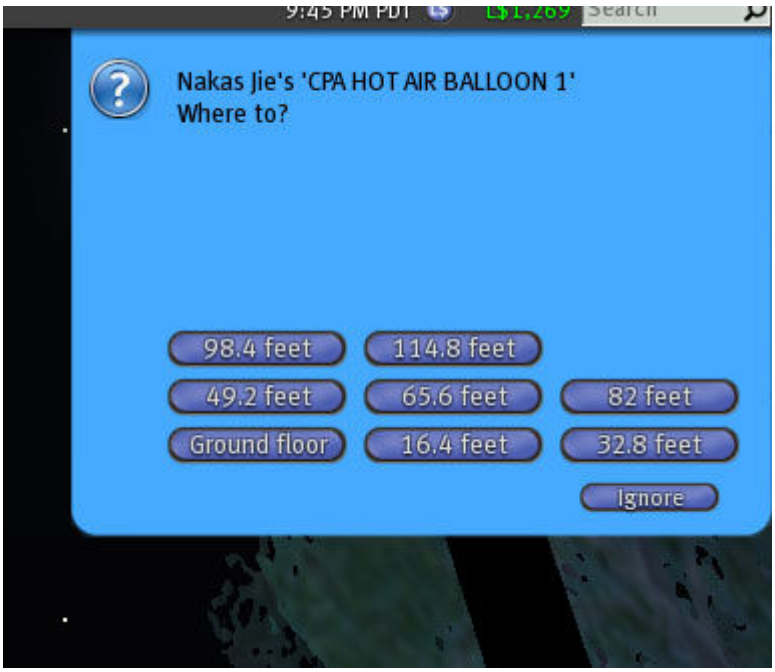

Figure 36 Balloon Control Dialog

The balloon control dialog will display again after you reach your destination. Click on your next destination to move the balloon or click "Ignore" and stand up your avatar to get up of the driver seat. Sit on the driver seat again to control the ballon.

Three passenger seats are provided for each balloon for you to take your friends along.

Trouble shooting

- I cannot here any sound
  - Is your soundcard working properly?
  - Do you have headphones, speakers?
  - Did you turn off the sound in Second Life Control panel?
- I can here sound but cannot use voice chat
  - Does your soundcard support microphone?
  - Is your soundcard working properly?
  - Did you turn off the sound in the the Second Life Control panel?
  - Try to log-out and log-in again
- I cannot see video
  - Do you have Quicktime installed on your computer?
  - Did you configure your Second Life to "automatically play media"
  - Did you turn off media in Media Control Panel?